

MINUTES
WILLMAR POLICE COMMISSION
Friday, June 3, 2016

A meeting of the Willmar Police Civil Service Commission was held on Friday, June 3, 2016. Members present were: President Kathy Schwantes, Vice President Dennis Anfinson, and Secretary Cassie Akerson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Schwantes at 3:56 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Anfinson, to approve the February 1, 2016 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that Det. Dustin Van der Hagen had submitted his letter of resignation, as he has accepted a position with the Minnesota Bureau of Criminal Apprehension. His last day with the City will be July 1, 2016. The Chief also informed the Commission that one of our officers is being back-grounded by Richfield PD, and another one plans on retiring in the spring of next year. Therefore, Chief Felt had received approval from City Administrator Kruse to begin the hiring process for a police officer to maintain the sworn staff at 32, as had previously been approved by Council. Chief Felt explained that with the number of calls for service increasing, he would like to attempt to get back up to 34 sworn officers in the next couple of years, as this is where staffing had been in the past.

Discussion followed on the present police officer hiring eligibility list. A motion was made by Commissioner Anfinson, seconded by Commissioner Akerson, to void the existing/exhausted eligibility list and to begin the process to establish a new eligibility register. **Motion carried.**

Discussion followed on the tentative timeline for hiring police officers and the various steps involved. Chief Felt informed the Commission that he would be going to Alexandria Technical College to visit with the students currently attending the Skills Program and inform them of the job opening in Willmar. He would also contact both the St. Cloud State and Ridgewater College Criminal Justice Programs.

After further discussion, and reviewing the Police Officer Opening notice, a motion was made by Commissioner Akerson, seconded by Commissioner Anfinson, to approve the police officer hiring process as follows:

- Application deadline is 4:00 p.m. on June 30, 2016.
- Advertise on the MN POST website, the City of Willmar website, and in the West Central Tribune.
- Provide two written testing dates; Wednesday, July 13, 2016 & Saturday, July 16, 2016, with the testing vendor being I/O Solutions.

- The testing process will consist of a written and oral examination, successful completion of a background investigation, along with a physical and psychological test.
- Weighted scores for the testing process will be a 40% value for the written portion and a 60% value for the oral portion.
- Preference points will be given for Veterans, as required under MN Statute, with an application form available for such preference.
- Résumés and cover letters will be required. If an application is not signed or legible, the candidate will be considered ineligible for the written test.

Motion carried.

The Commission will meet Tuesday, July 26, 2016, at 3:00 p.m., after the written test results have been returned, to establish cut-off scores for invitation of applicants to the oral examination.

Chief Felt informed the Commission of the following:

- Officer Jeff Liebl, who is a member of the National Guards, will be deployed in June until possibly May of next year.
- Discussed the City's incentive program the Council had considered changing; however, the issue is currently tabled. Chief Felt explained that if the changes had taken place, Willmar PD could have possibly lost up to nine employees.
- Calls for service are ahead of last year, with traffic stops up by 800-900 calls, as the department's goal is to reduce traffic crashes. The Chief explained that calls for service include any police services performed.
- The Department began a new outreach program, "Coffee with Cops" and have held two events so far. They will be meeting at one of the six coffee shops in Willmar each month. The next event is set for June 21, 2016, from 7:30-9:30 a.m., at Deidra's Espresso Café.
- Officer Joshua Helgeson, Officer Jeff Liebl and Sergeant Mike Jahnke received the First Responder Heroes award at the American Red Cross "Heroes Breakfast" on May 6th. Chief Felt explained that the Red Cross had also done a video with the officers where they talked about what they did to get the award.

Commissioner Schwantes commended the officers on receiving this award and thanked Chief Felt for nominating them, as it's a nice way to recognize good work.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Akerson. The meeting was adjourned at 4:32 p.m.

Secretary Cassie Akerson
by Sue Edwards